How to register for a
Unique Entity Identification (UEI) number

As of April 4, 2022 the federal government will transition away from the DUNS number to a new Unique Entity Identification (UEI) number. You are required to have a DUNS number from DUN & Bradstreet before you can request a UEI number.

The following are step by step instructions to assist with requesting a UEI.

STEP 1: DUNS number

If you already know a.) your DUNS number, b.) *exactly* how your information is displayed in your DUNS number registration, and c.) the information in your DUNS number registration is up to date, please continue to STEP 2 *Request a UEI*. Otherwise, go to https://www.dnb.com/ to find or apply for your DUNS number.

1. If you think you may have a DUNS number, or you know you have a DUNS number but are unsure what is exactly registered, or you know you have a DUNS number but are unsure if it is up to date, follow the instructions below to see if you do currently have a DUNS number and see how it is registered:

   a. Select the D-U-N-S Number drop down:
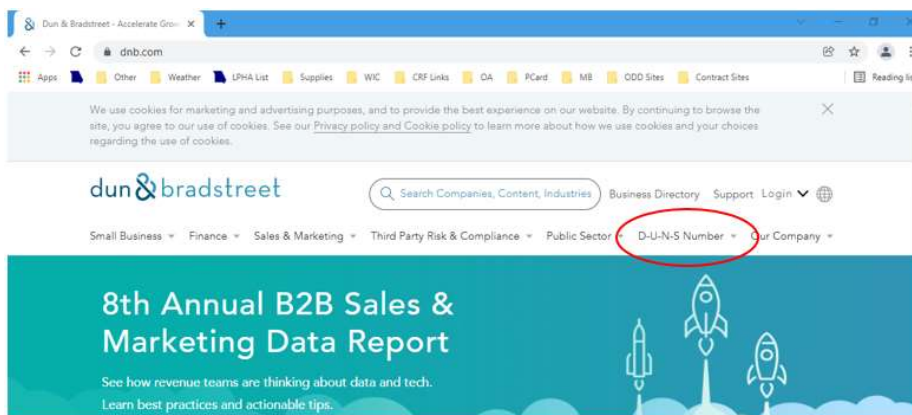
   b. Select D-U-N-S Number Lookup:
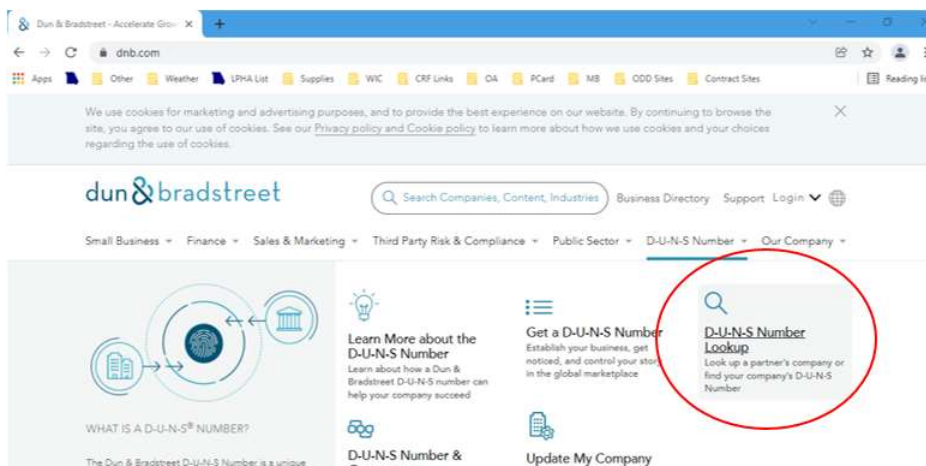
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c. In the "Search For" drop down menu, select "My company":

d. Enter the required fields (Legal Business Name and State & Country) and select Search. Below is an example:

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e. Scroll through any results to find the company information that matches your company from the listing. <u>Note</u>: If you find your company listed, keep this information as it will assist in requesting an UEI number because the information must match your DUNS information *exactly*.

1) If you find your company's listing, select the "Email D-U-N-S Number" to have the company's listing emailed by filling out the form provided.
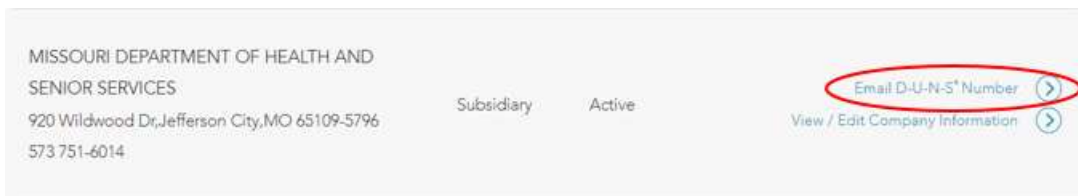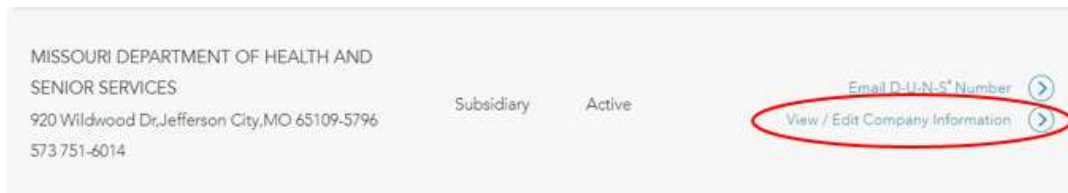

a) Complete the form by filling in your First Name, Last Name, the email address you want the information emailed to, and selecting submit. You will quickly be emailed the DUNS number. Once received, it is recommended you print or capture a screen shot of the listing.
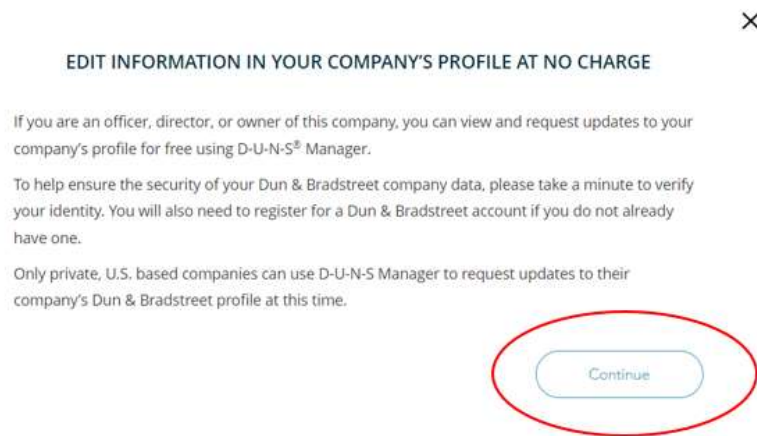

b) Once you have your DUNS number, please continue to STEP 2 "Request a UEI".

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2) If you find your company's listing, but the listing has old information or a typo that needs to be fixed before moving forward, select the View/Edit Company Information to update your DUNS number registration:

MISSOURI DEPARTMENT OF HEALTH AND
SENIOR SERVICES

920 Wildwood Dr,Jefferson City,MO 65109-5796

573 751-6014

Subsidiary   Active

Email D-U-N-S® Number ⊙

View / Edit Company Information ⊙

a) Selecting the View/Edit Company Information will then give you a pop-up window for you to read and select continue:

✕

EDIT INFORMATION IN YOUR COMPANY'S PROFILE AT NO CHARGE

If you are an officer, director, or owner of this company, you can view and request updates to your company's profile for free using D-U-N-S® Manager.

To help ensure the security of your Dun & Bradstreet company data, please take a minute to verify your identity. You will also need to register for a Dun & Bradstreet account if you do not already have one.

Only private, U.S. based companies can use D-U-N-S Manager to request updates to their company's Dun & Bradstreet profile at this time.

Continue

b) From there you will need to log in to your account and update your registration information. For additional help with this, you can select how you would like to receive help from the help options located at the bottom of the screen.

📞 CALL US (844) 219-3731   ✏ CONTACT US ∨   💬 START A LIVE CHAT

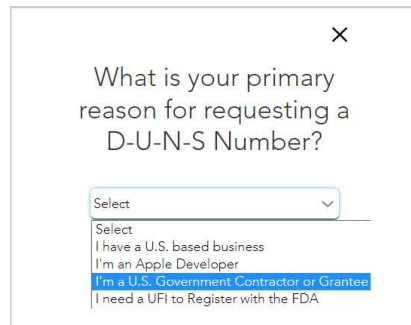c) Once you have your DUNS number, please continue to STEP 2 "Request a UEI".

3) If you the search comes back with no results or you are unable to find your company information in the listed results, you will need to get a new DUNS number.

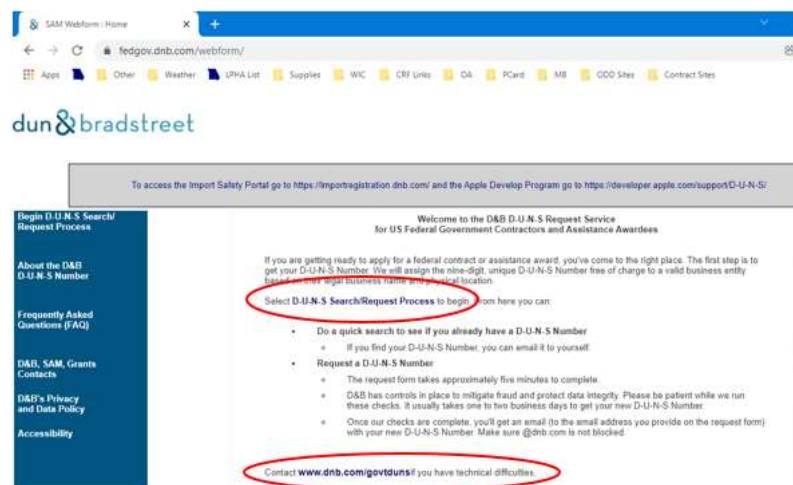a) Scroll down to the bottom of the page and select "Get a New D-U-N-S Number":

1 2 3 4 5 6 7 8 9 10 >

Don't see your organization listed?   Get a New D-U-N-S Number
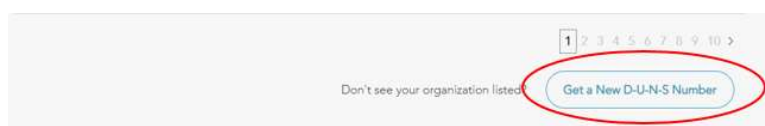
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b) A pop-up screen for you to select your reason for requesting a DUNS number will appear for you to select from the choices.

c) You will then be able to start the DUNS number request process. Contact information for assistance is also available:

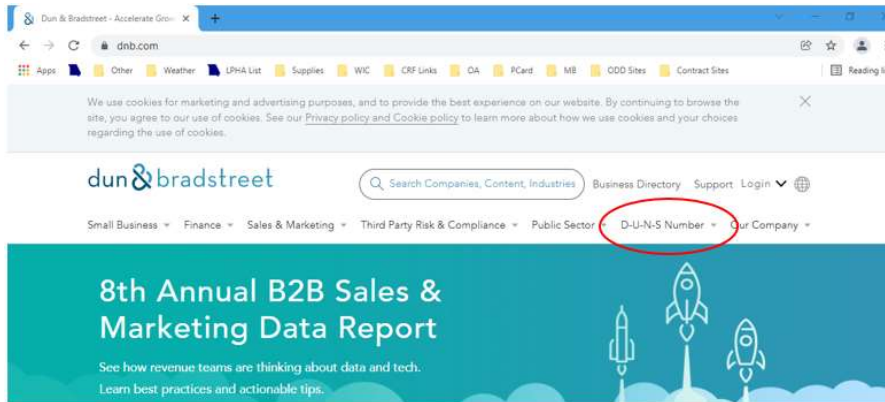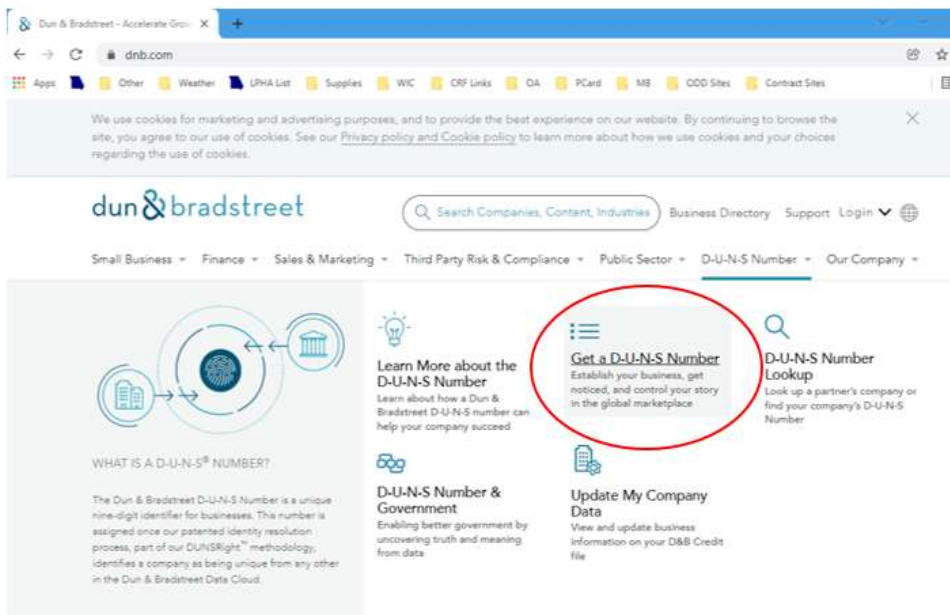d) Once you have your DUNS number, please continue to STEP 2 "Request a UEI".

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2. If you know that your company does not have a DUNS number.

3.

    a. Select the D-U-N-S Number drop down:

    b. Select the "Get a D-U-N-S Number" from the drop down list.

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c. Select your reason for the DUNS number registration from the drop down listing:


d. Select Continue:

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e. Continue through the registration process to register for a DUNS number. For assistance with your registration, please use the contact information provided during the registration process.

f. Once you have your DUNS number, please proceed to STEP 2 *Request a UEI*.

STEP 2: Request a UEI

Now that you have your DUNS number and your exact up-to-date DUNS information as it is registered, you may now request a UEI number by going to https://sam.gov/content/home.

1. When the page first comes up, a pop up will show. Select OK to proceed:
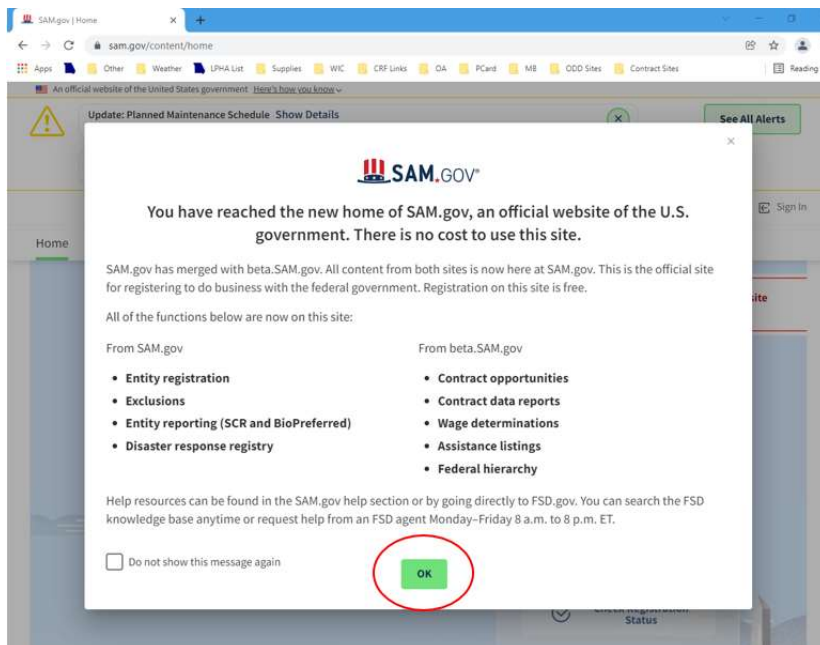
2. Create an account.

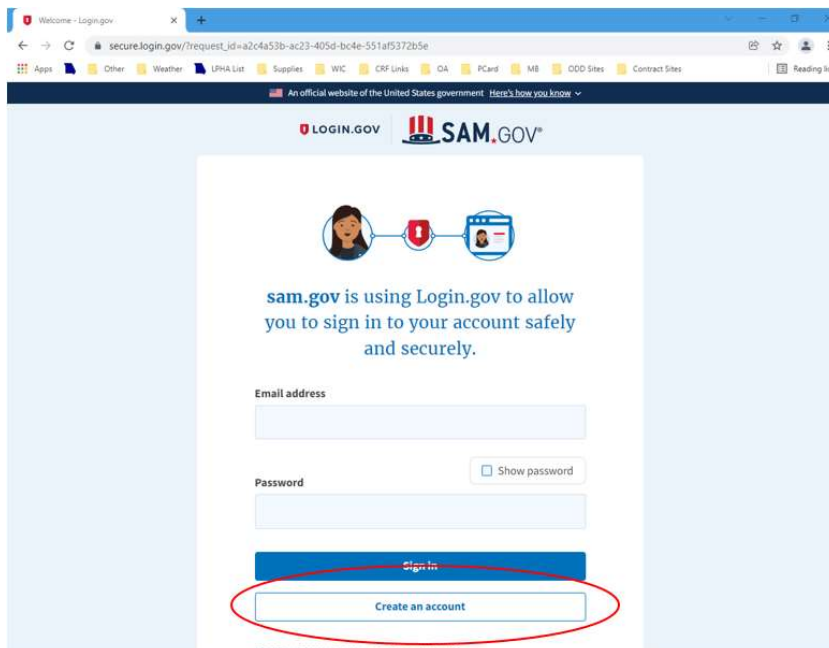   a. Select "Sign In" located in the upper right hand corner to create an account.
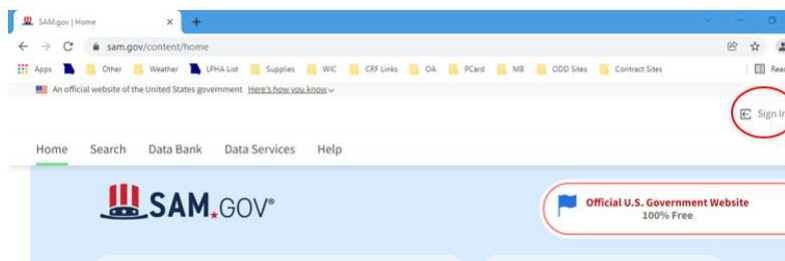
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b.   From the pop up, select "Accept".

c.   Select "Create an account".

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d. Enter your email address, Select your email language preference, review and accept Login.gov Rules of Use, and submit to continue to the next section.

e. You will then receive an email message to validate that email address.

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    f.   Follow the instructions to continue the registration process. For assistance with the registration process, please use the Help or Contact links located at the bottom of the page.

3.   Once you are logged in, make sure you are on the "Home" page. It will indicate you are on the Home page with a green line under the word Home.
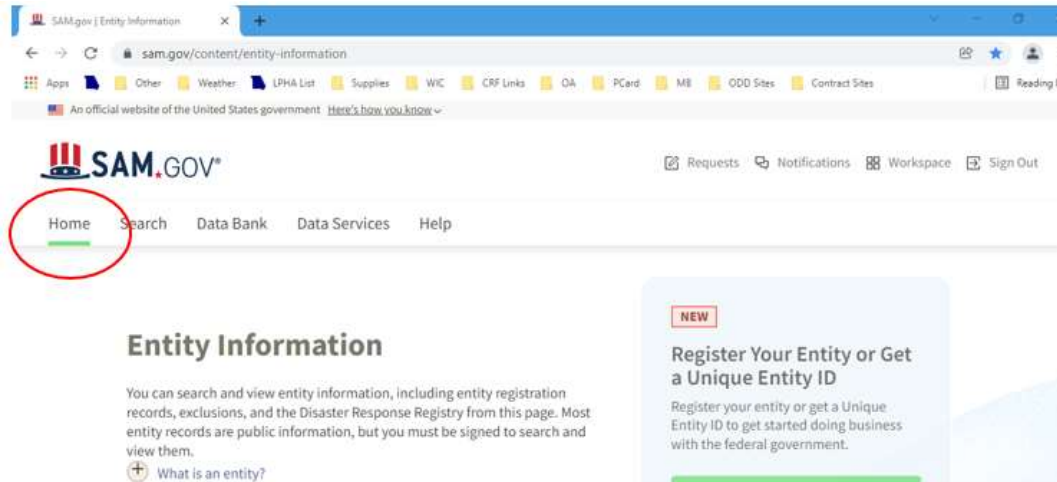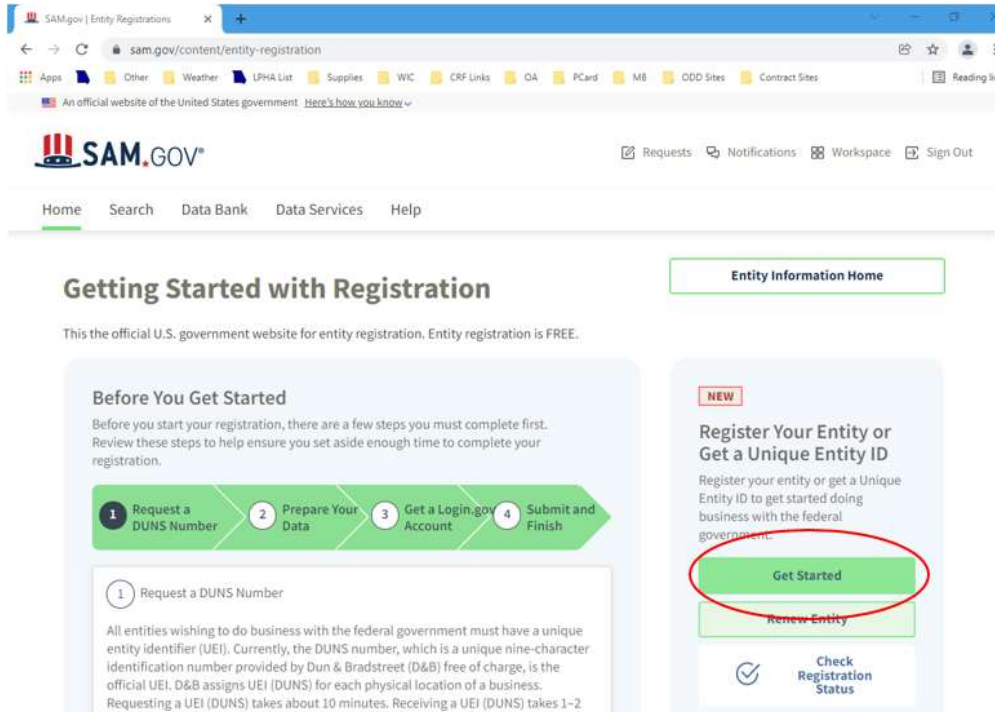

4.   Select "Get Started" from the "Register Your Entity or Get a Unique Entity ID".
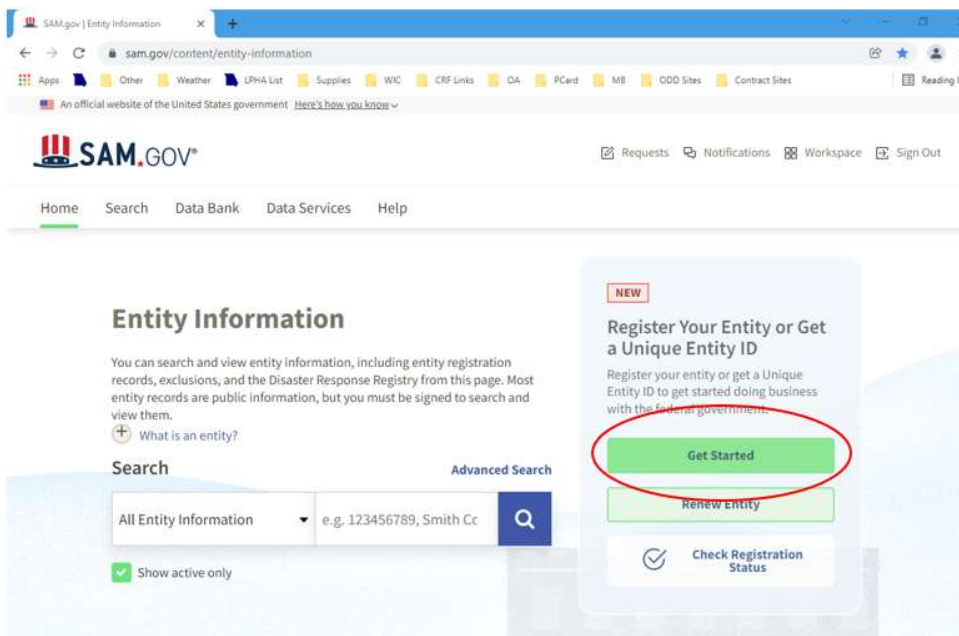
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5. Select "Get Started" from the "Register Your Entity or Get a Unique Entity ID" again **to ONLY sign up to get a UEI**. You do not need to fully register with SAM.gov, but this will get you the UEI you need to contract with a state agency.

6.   Select the Get Unique Entity ID.
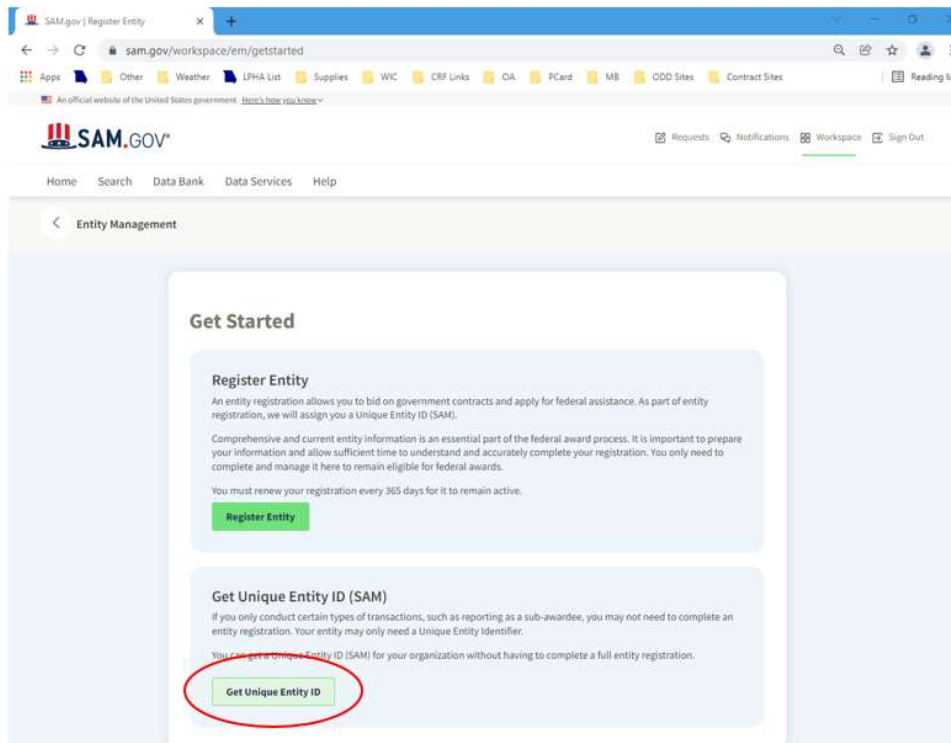
7. Fill in the form **EXACTLY** as it appears in your DUNS registration. When all required fields are complete select the next button. Note: the next arrow will not display until the information is complete.

a. If the information you entered did not match exactly how your DUNS number registration is, then a *No Match* Found message will appear at the top of the form. You will need to review and correct the information to match your DUNS number registration information.

b. The progress bar across the top allows you to see where you are in the request process.

8.   During the Validate Information step, the system shows what you entered and if a match was found in the system.

9. At the bottom of the page there is a selection that defaults to allow the selected record be a public display record.

    Allow the selected record to be a public display record.

    If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. Learn more about SAM public search results ☑.

    Although it is not required, allowing public display is helpful for other entities to be able to search your information for contract compliance. *No sensitive information is displayed.* Public display of information looks like the following:

10. Once you have your match and made your choice for public display or not, click next.

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11. During the Request UEI step, you will need to check the box to certify that you are authorized to conduct transactions on behalf of the entity and select "Request Unique Entity ID".

12. During the Receive UEI step (the final step), you will receive your UEI. **Keep this information for your records.**